

January 24, 2013

RE: State Authorization Requirements for Iowa re: Distance Education –
Waiver – Iowa Administrative Rule regarding Faculty

Postsecondary Registration Administrator:

I have copied and pasted the 2 paragraphs below, from an email from Carolyn Small of the Iowa College Student Aid Commission's to Dr. Jeff McCann on 12/17/12 here at our institution, regarding Iowa's Administrative Rule Requirement and Ms. Small getting it waived for distance education institutions, see below the italicized and bolded 2 paragraphs:

"Faculty

The application will ask you for the name, address, phone number and resume of full-time Iowa employees. This addresses an Iowa administrative rule that requires a registered school to have a full-time Iowa resident faculty member or program coordinator. I received authorization from my Commissioners in March 2011 to advance registration recommendations with a waiver of this requirement for distance education providers. So it is not a show-stopper if the University has no full-time Iowa-based online faculty or none at all.

Iowa law requires that we look at whether all faculty are qualified for their assignments, so I may need to ask for your general policies on hiring faculty. However, in many cases I can find faculty hiring standards, job postings, or personal faculty vitae on a school's web site so I'll look there first, unless you've already developed a compilation of faculty vitae for another state, in which case I'd appreciate it if you would send that to me along with the application."

Attached – see Appendix 5, you will find our Instructional Staff Listing that demonstrates that our faculty are qualified to teach the course assignments. Also attached – see Appendix 4, is the institutional Faculty Hiring Policy.